

Office of Technology

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Network Services

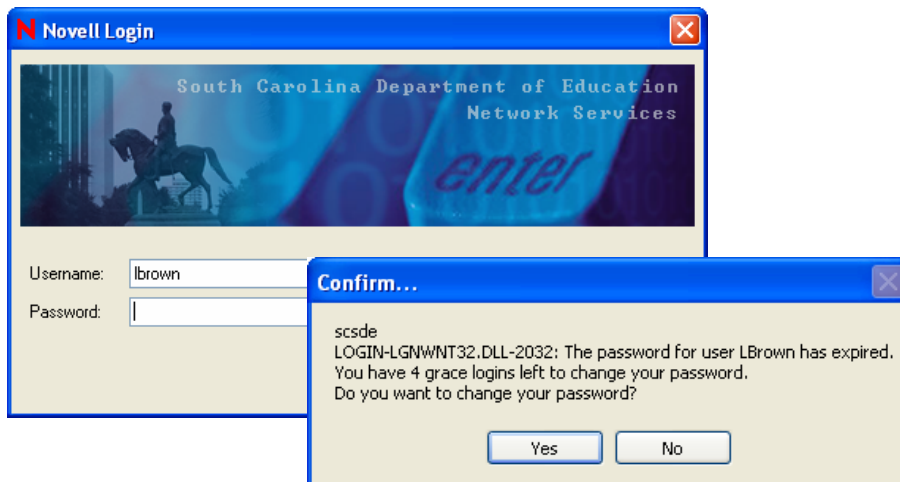
# Changing Network & GroupWise Passwords

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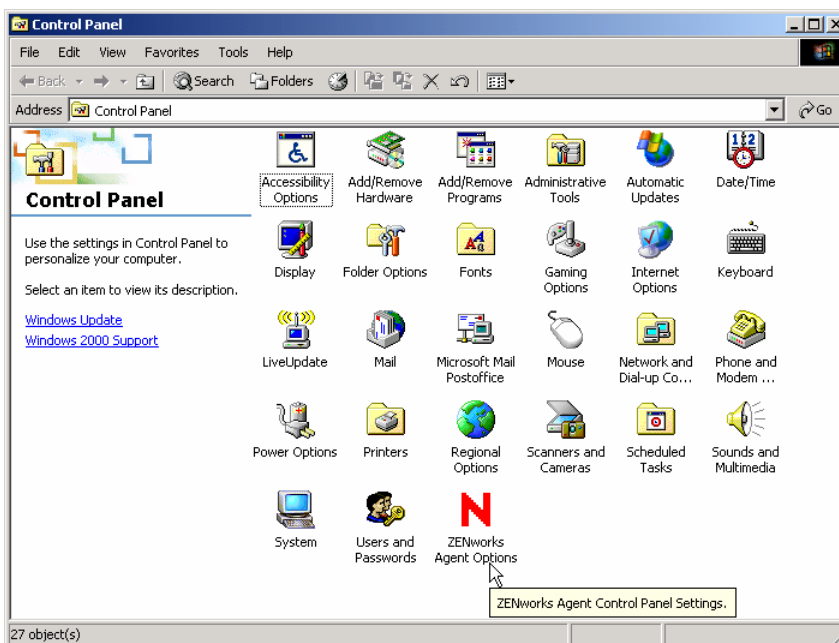
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## How do I Change My Network Password?

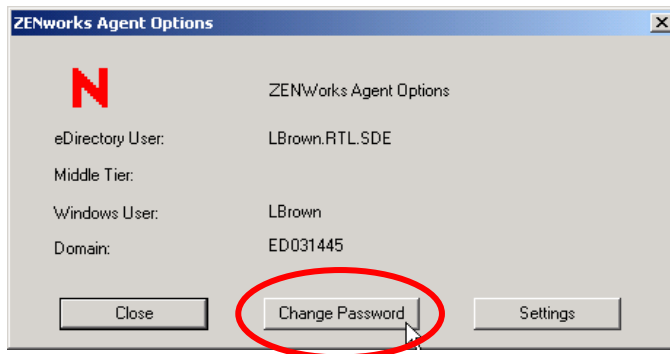
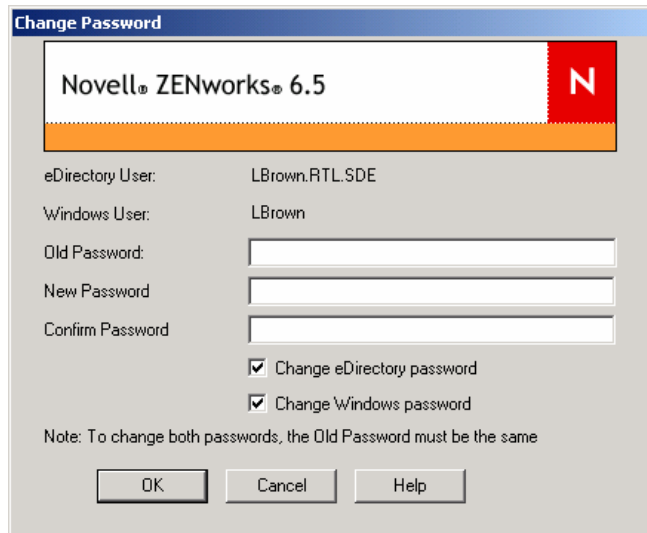
Special Instructions: If you receive a message that your password has expired... Select "No" and follow the steps below. You must complete these steps before your grace logins expire.



1. Go to **Start>Settings>Control Panel**.
2. Double-Click **ZENworks Agent Options**.

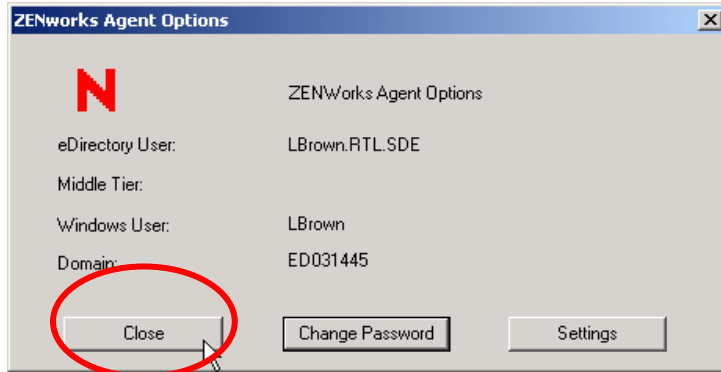


3. Click **Change Password**.
4. The Change Password window appears.
5. Type in your **Old Password**. Then type in your **New Password**. *The password must be 8 or more characters and should consist of letters, numbers and symbols. (Example: cr8;n2mu6)*



6. Click **OK**.

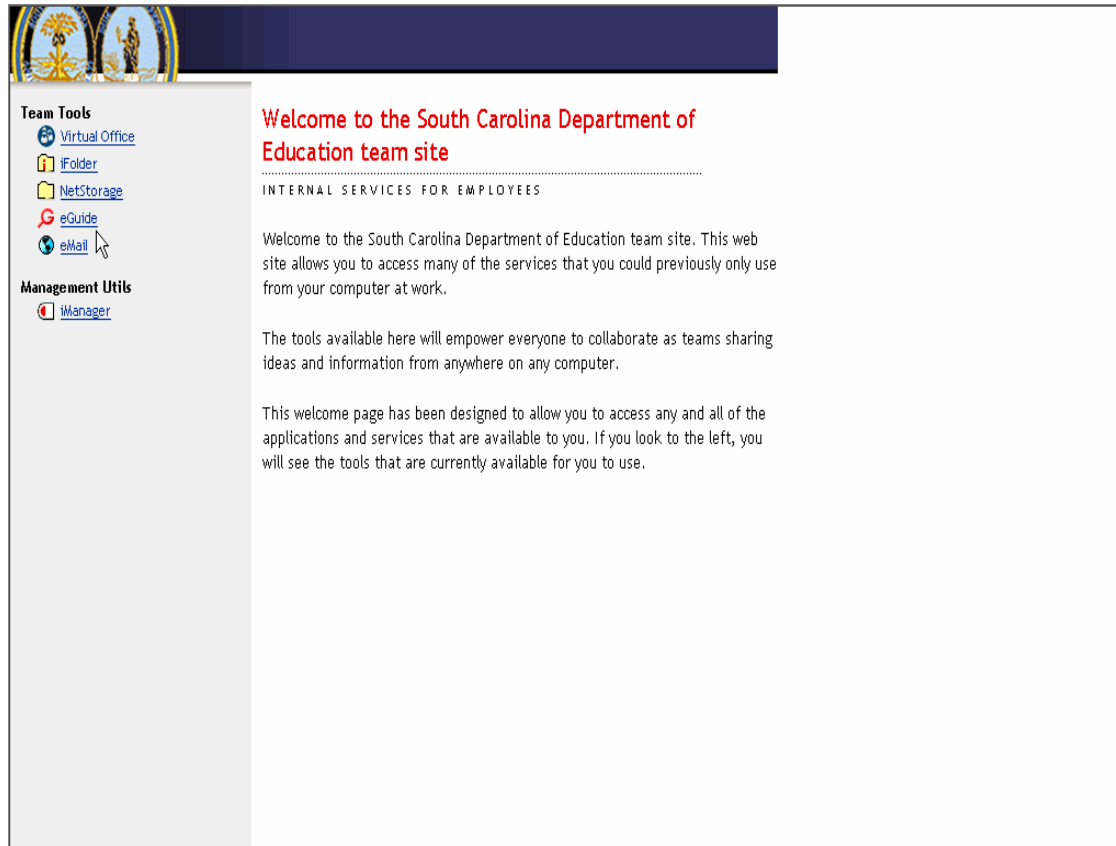
7. Click **Close**.



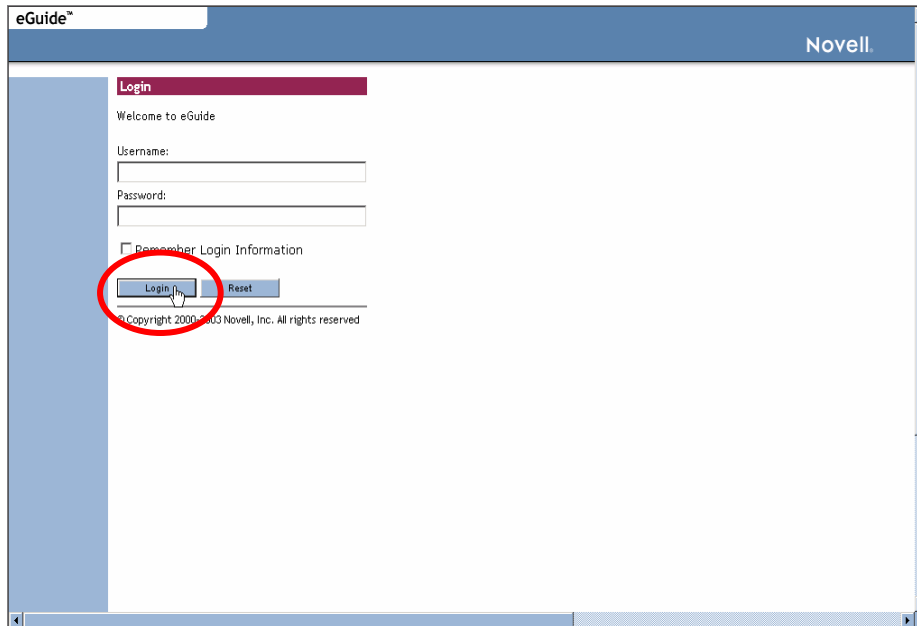
**You have completed the Network Password Change process!!!**

## How Do I Change My Network Password via Web Access?

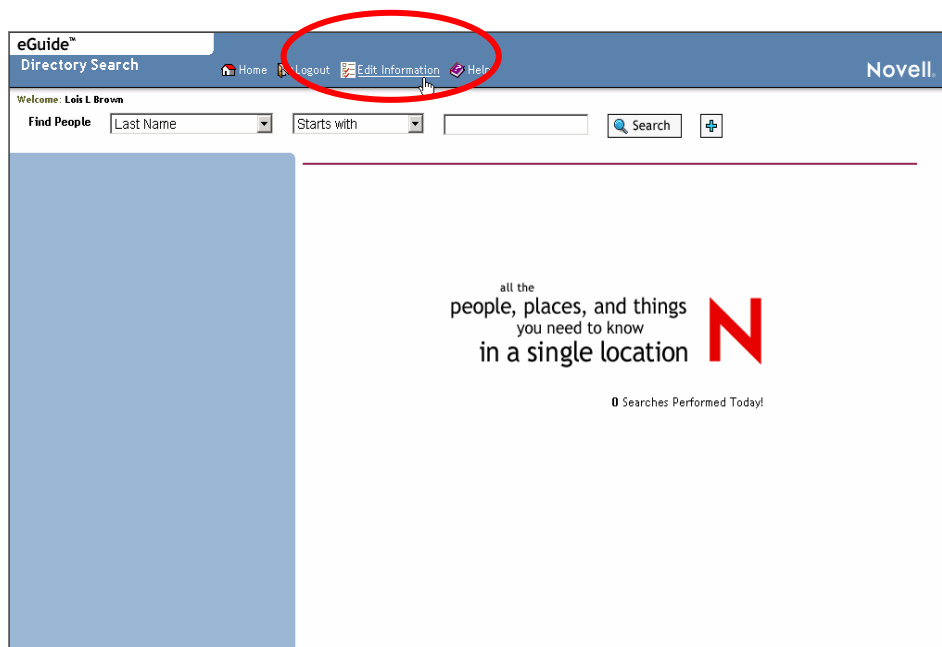
1. Open Internet Explorer. Type in the web address: <http://team.sde.state.sc.us>.
2. Click on **eGuide**.



3. Type your **Network Username** and **Password**.
4. Uncheck **Remember Login Information**.
5. If you're prompted to have Windows remember your password, click "No"
6. Click the **Login** button.



7. Click the **Edit Information** link.



8. Click the **Change Password** link.

The screenshot shows the eGuide Directory Search interface. At the top, there's a navigation bar with 'Home', 'Logout', 'Edit Information', and 'Help'. Below this, a 'Welcome: Lois L. Brown' message is displayed. A search bar with 'Find People' and a dropdown menu for 'Last Name' is visible. The main content area has two tabs: 'Information' and 'Organizational Chart'. Under the 'Information' tab, the user's profile for 'Lois L. Brown' is shown. A red circle highlights the 'Change Password' link, which is located next to 'Modify Photo' and 'Print Profile'. Below the profile information, there are several input fields for personal details like First Name, Initial, Last Name, Preferred Name (Nickname), Building/Office Location, Room Number, Phone, Other Phone, Fax, Title, Division, Office, and Manager. Some fields have checkboxes next to them.

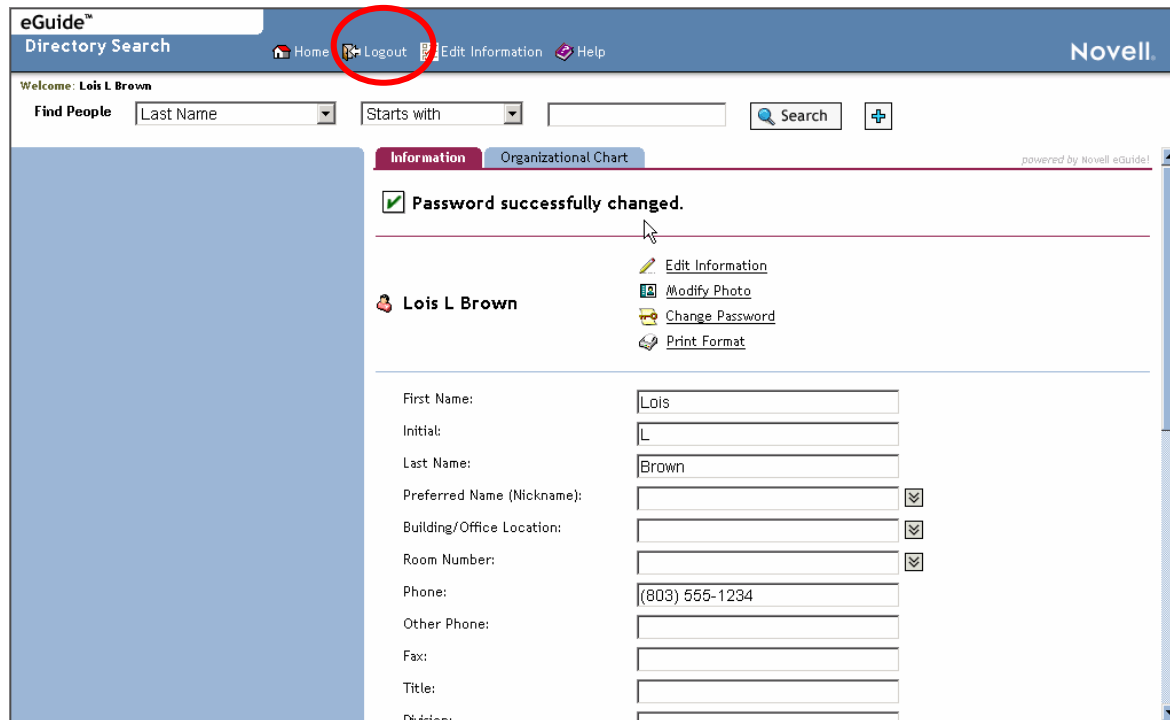
9. Now type your **New Password**.

The screenshot shows the 'Change Password' page in the eGuide interface. It features two input fields: 'New Password:' and 'Confirm New Password:', both containing masked text (asterisks). Below these fields are two buttons: 'Change' and 'Reset'. The 'Change' button is circled in red, indicating it should be clicked. The page also includes the same navigation bar and search bar as the previous screenshot.

10. Click **Change**.



11. The message **“Password successfully changed”** will appear:
12. Click **Logout**.

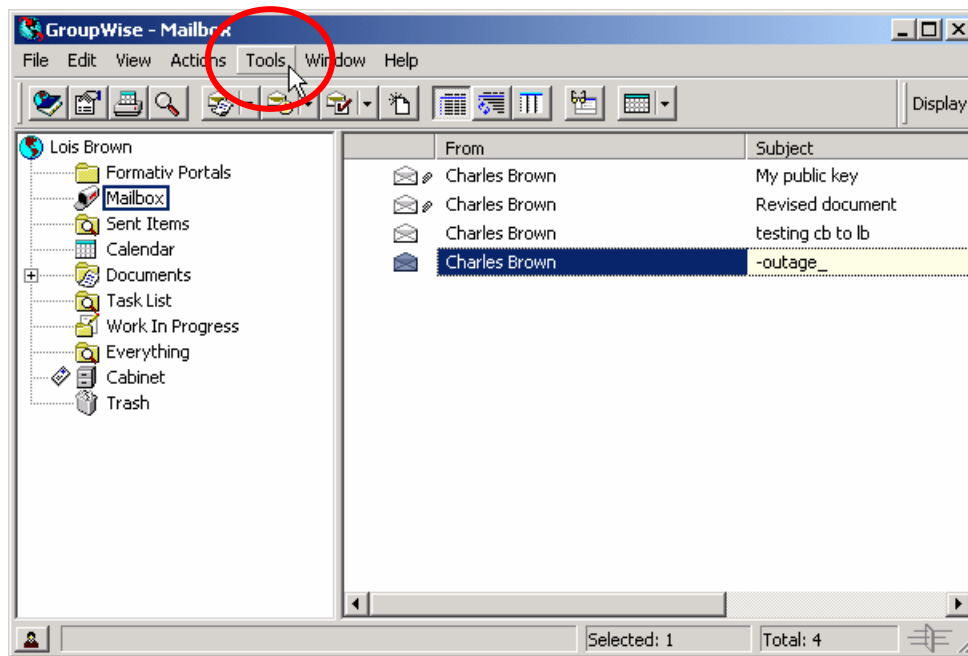


The screenshot shows the eGuide Directory Search web interface. At the top, the navigation bar includes links for Home, Logout (highlighted with a red circle), Edit Information, and Help. The Novell logo is in the top right corner. Below the navigation bar, a welcome message reads "Welcome: Lois L. Brown". A search section titled "Find People" contains dropdown menus for "Last Name" and "Starts with", a search button, and a plus icon. The main content area has two tabs: "Information" (selected) and "Organizational Chart". A green checkmark icon precedes the message "Password successfully changed." Below this message, a user profile for "Lois L. Brown" is displayed with links for "Edit Information", "Modify Photo", "Change Password", and "Print Format". A form for user details follows, with fields for First Name (Lois), Initial (L), Last Name (Brown), Preferred Name (Nickname), Building/Office Location, Room Number, Phone ((800) 555-1234), Other Phone, Fax, Title, and Division. Checkmark icons are present next to the Preferred Name, Building/Office Location, and Room Number fields.

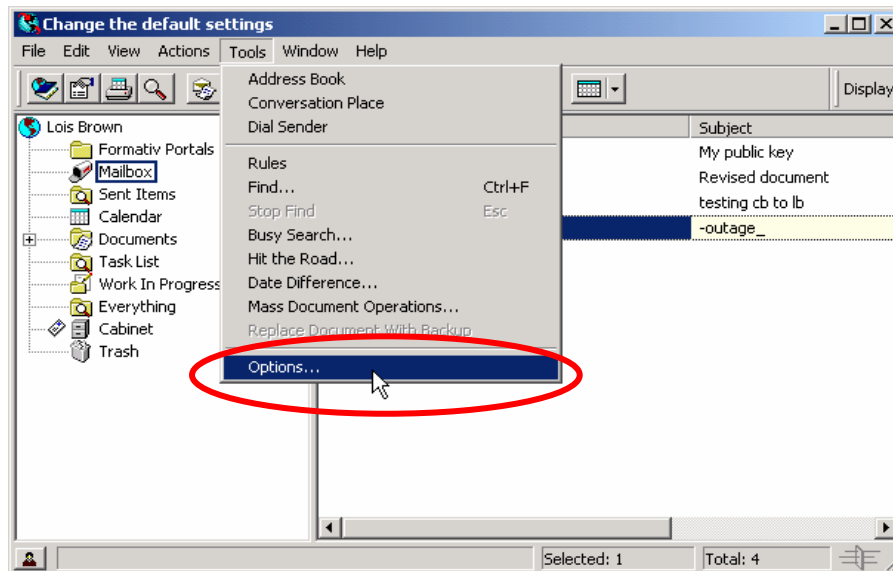
**You have completed the Network Password Change via Web Access process!!!**

## How Do I Change My GroupWise Password?

1. Open GroupWise. Click **Tools**.



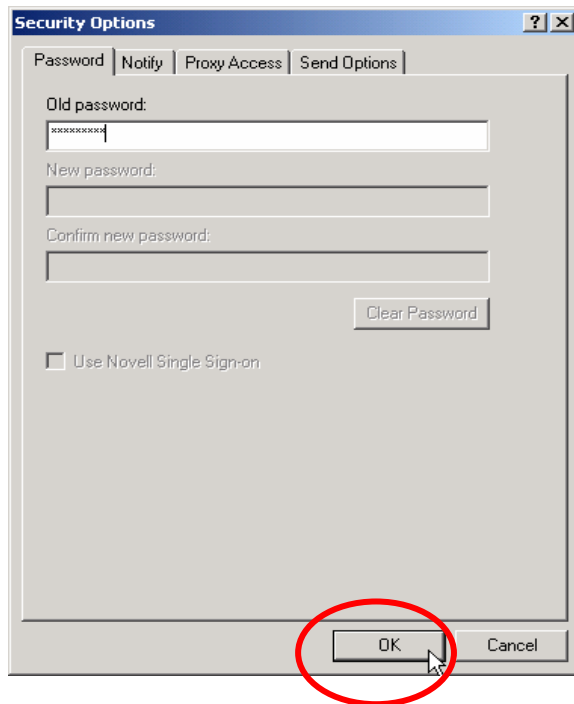
2. Click **Options**.



3. Double-Click the **Security** icon.

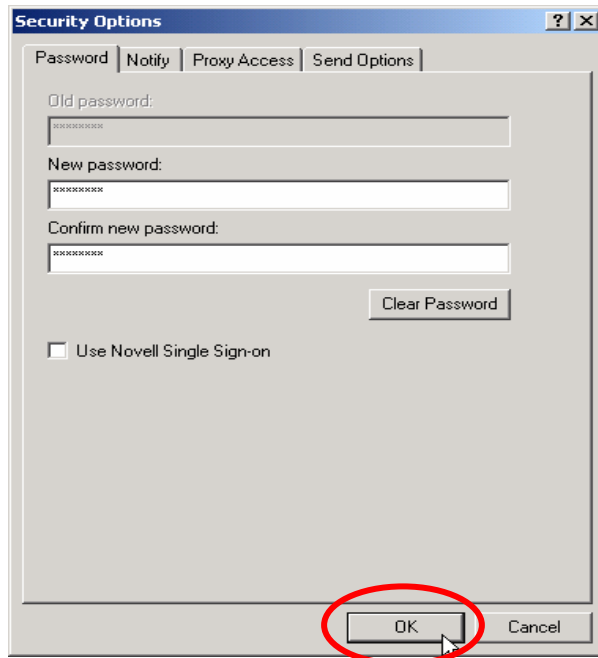


4. Type your **Old Password**.

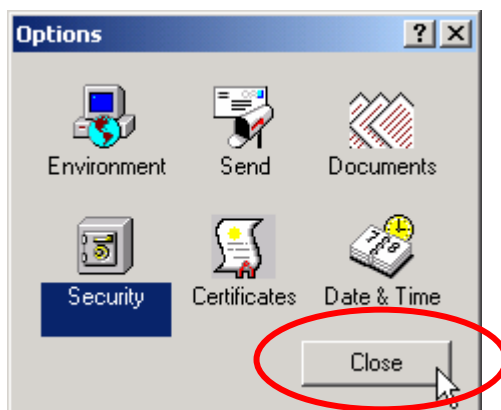


5. Click **OK**.

6. Type your **New Password**.
7. Click **OK**.



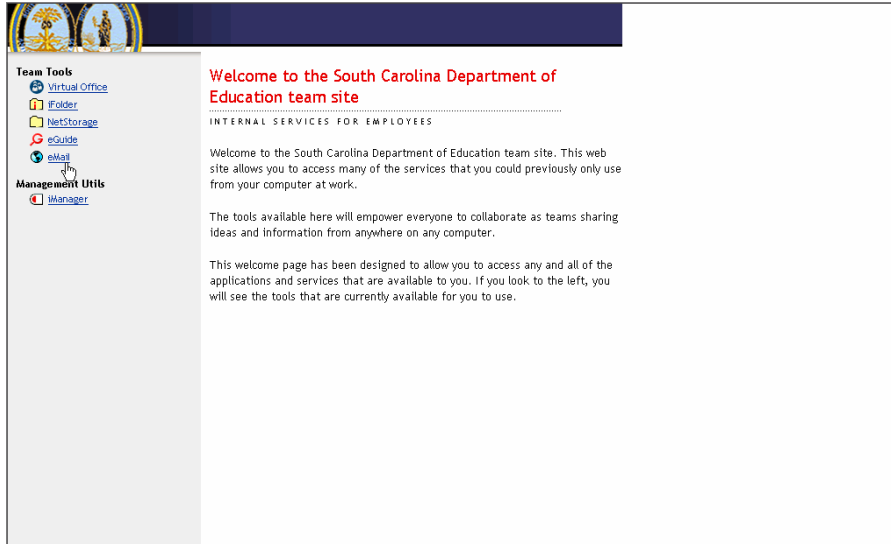
8. Click **Close**.



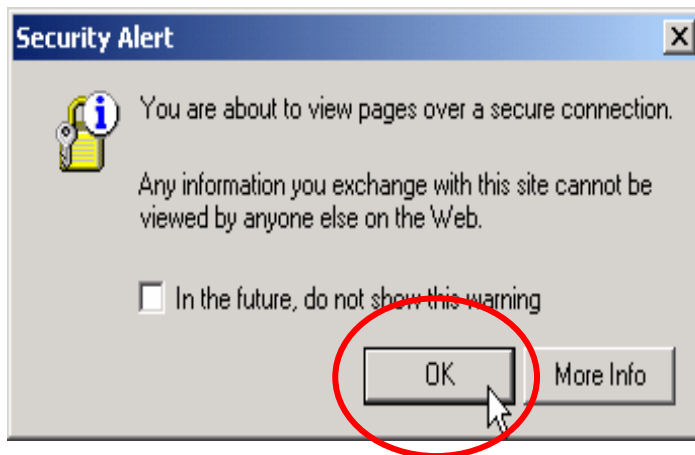
**You have completed the GroupWise Password Change process!!!**

## How Do I Change My GroupWise Password via Web Access?

1. Open Internet Explorer. Type the web address: <http://team.sde.state.sc.us>.
2. Click on the **eMail** link.



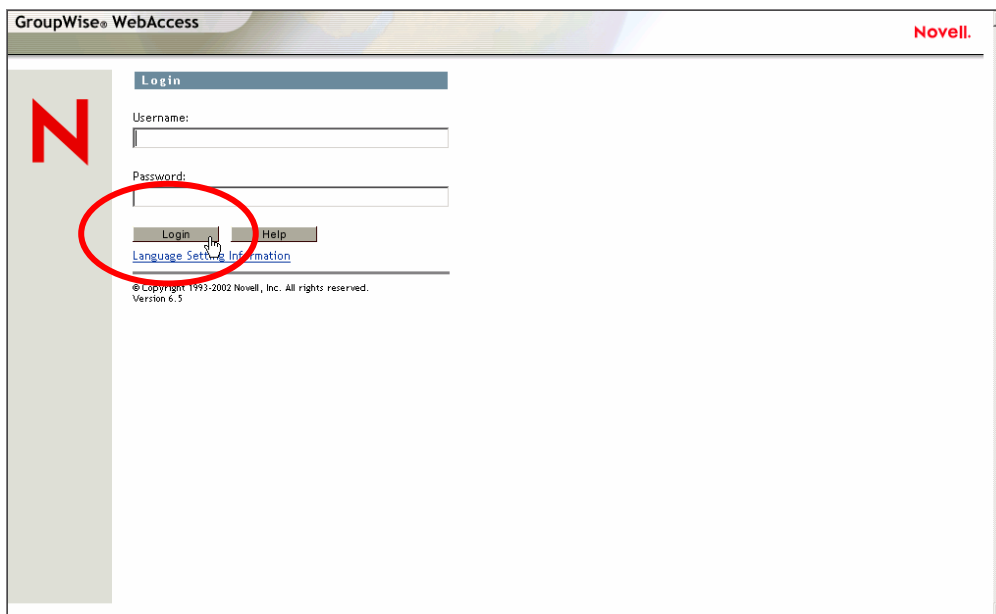
3. Click **OK**.



- Click **Yes**.

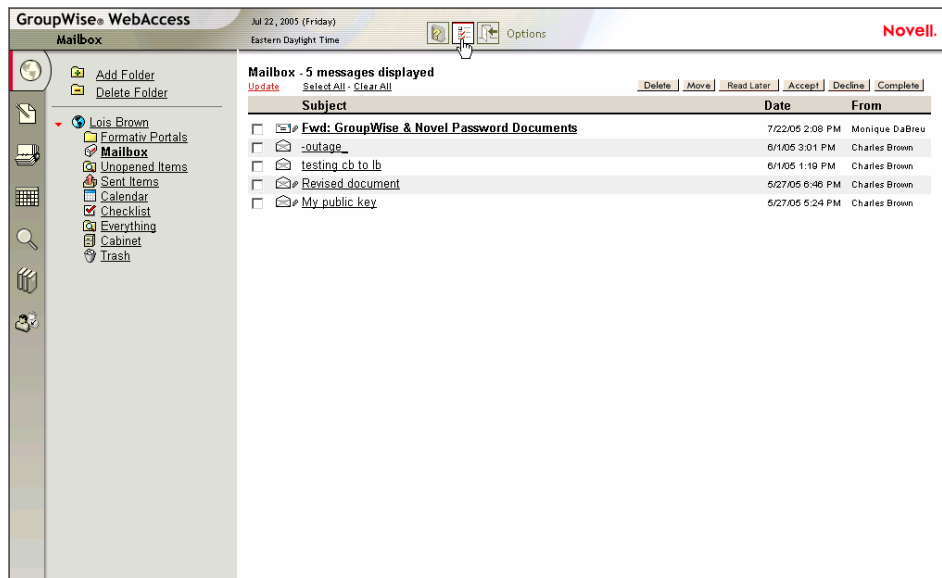


- Enter your **Username** and **GroupWise Password**.

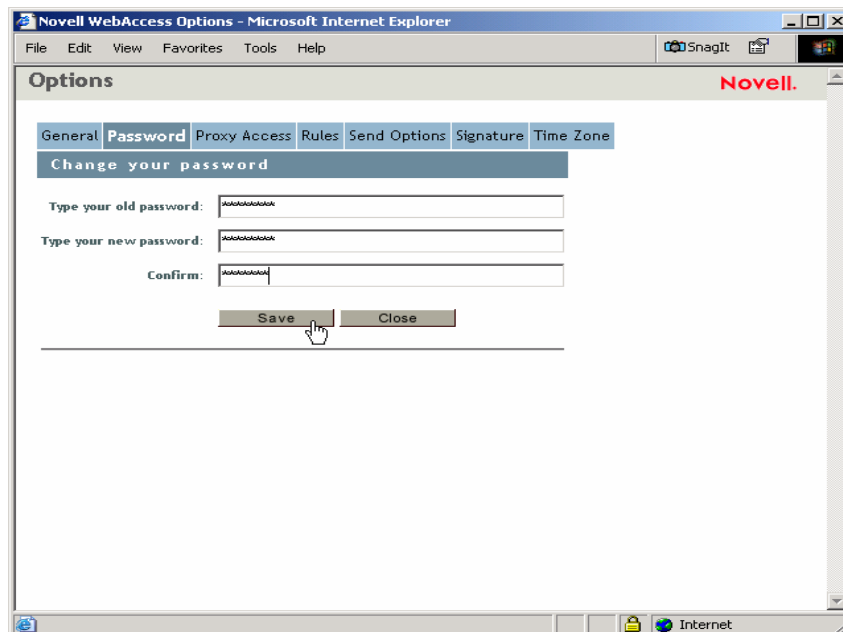


- Click **Login**.

7. Click **Options**.



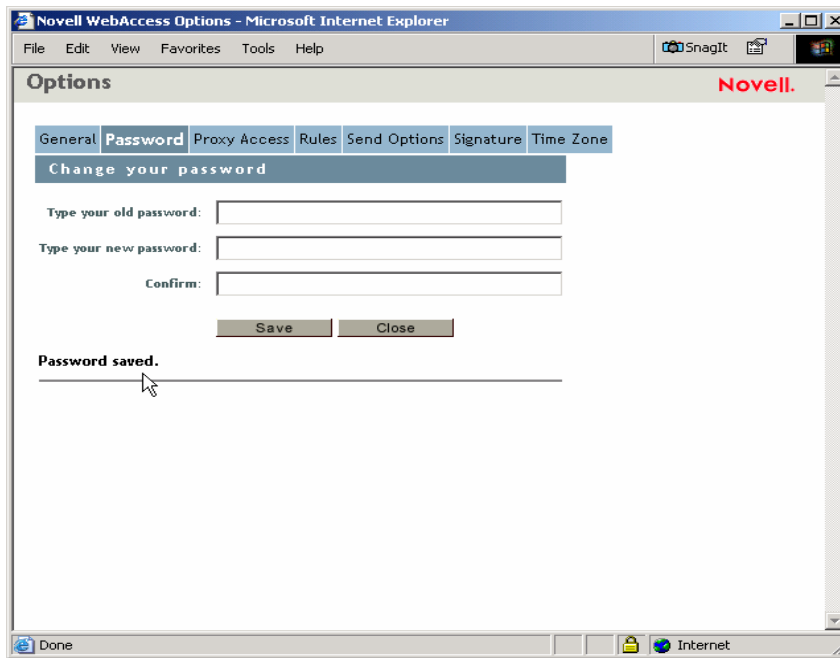
8. Type your **Old Password**. Type your **New Password**.



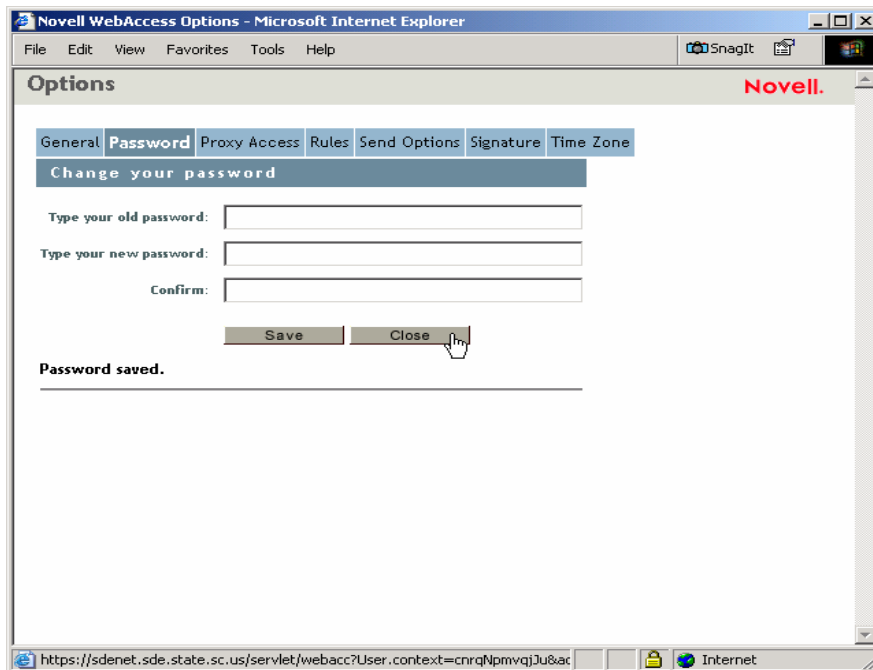
9. Click **Save**.



10. The message: **Password saved** appears.



11. Click **Close**.



You have now completed the Change GroupWise Password Via Web Access process!!!